

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE CIVIL SERVICE EXAMINATION
FOR
POLICE OFFICER**

Salary Range: Min. \$38,191.34

Max: \$53,245.34

Applications must be *mailed* on or before **4:30 PM, Thursday, September 30, 2010** to the office of the **Director of Personnel, 869 Park Ave Cranston RI 02910. *Please be sure to submit all required forms and documents.***

DUTIES: General police work in the enforcement of laws and ordinances and in the prevention of crime.

EXAMINATION PROCESS:

1. The initial examination shall consist of a Physical Agility Test conducted in accordance with the Rhode Island Municipal Police Training Academy. See attached Fitness Exam Standards and Agility Test Notice. This test is graded on a pass/fail basis. Failure to pass the Agility Test shall prevent an applicant from advancing in the recruitment process. There is no makeup date and failure to appear on time without a reasonable explanation will preclude you from participating in the exam.
2. Candidates who pass the Physical Agility Test will proceed to the 50 yard swim test. You will receive notice of the date and time by mail. This is also graded on a pass/fail basis. You must receive a passing grade to proceed to the next phase. There is no makeup date and failure to appear on time without a reasonable explanation will preclude you from participating in the exam.
3. Successful applicants will proceed to the next phase which consists of a standardized written examination in reading, written communication, observation and memory, but not limited to other testing objectives. A minimum score of 70 % is necessary to continue in the process and will constitute 60% of the total passing recruitment testing score. You will receive notice of the exam by mail. You will be precluded from taking the exam if you do not appear on time. There is no makeup date. Please allow 3 ½ hours for the exam. **Applicants must present a valid photo identification and a \$25 money order made out to the City of Cranston. Cash and checks will not be accepted. Failure to submit the money order will preclude you from admittance. The exam will not be delayed or rescheduled in order for you to obtain a money order. No cell phones, pagers, calculators or internet devices will be permitted at the examination site so please do not bring them with you.**
4. The next phase is a comprehensive background investigation that will consist of an integrity interview, extensive investigation of the candidate's history to include, but not be limited to, education, training, health, employment history, family, neighbors, references, character, credit, military, traits and any other areas as directed by the Chief of Police. The applicant must have an acceptable background as determined during the investigation to proceed with the next phase. Felony criminal convictions will preclude

you from proceeding further in the process. This includes felony convictions which have been expunged. Multiple motor vehicle violations and other criminal contacts may reflect negatively on your character and fitness for the position of Police Officer.

5. The next phase is an oral interview. The oral interview will constitute 40% of the final recruitment test score. A passing score will be 70%. The applicant must achieve a passing score in order to be placed on the candidate eligibility list.
6. The candidates who successfully complete the above-mentioned process will be placed on the civil service eligibility list, according to their final numerical score to fill future vacancies. An updated background investigation will also be conducted prior to a conditional offer of employment. Candidates must successfully complete each step of this process prior to a conditional offer of employment.
7. Under Rhode Island State Law, all police candidates must pass physical and psychological examinations administered by the State of Rhode Island, prior to being hired for a vacancy. In addition, candidates who have not already done so must then attend and satisfactorily complete the Rhode Island Municipal Police Training Academy. Candidates must successfully pass a color blindness test and should they fail, they will be eliminated.
8. All probationary status employees shall be required to complete a minimum of one (1) year as a probationary officer that includes assignment to the Field Training Officer Program. An officer's probationary period may be extended in accordance with City of Cranston Civil Service Rules. Failure to meet any requirements listed will result in removal from the list and/or employment.

PREFERENCE:

Honorably discharged active duty war veterans who have received a passing final grade of 70% shall have five (5) points added to their final grade and disabled active duty war veterans shall have ten (10) points added to their final grade.

In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her **DD 214** when filing application. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veterans Administration. **This proof must be submitted with the application.**

VETERAN DATES FOR ACTIVE DUTY WAR VETERANS are as follows:

December 7, 1941 to December 31, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to July 13, 1992

September 18, 2001 – A period to be prescribed by law, an Act of Congress or Presidential Proclamation

October 16, 2002 - A period to be prescribed by law, an Act of Congress or Presidential Proclamation

If you have been honorably discharged from active duty in Iraq, please submit a copy of the DD214. The City will determine if your status allows you Veterans points for this service.

QUALIFICATIONS:

TO APPLY:

- **Must be 21 years of age by September 30, 2010**
- Must submit proof of High School Diploma or a General Equivalency Diploma (GED) issued by a State Department of Education.
- **Must submit proof of associate's degree or transcript for (60) sixty college credits from a recognized accredited college or university. The college requirement will be waived for individuals who have served two (2) continuous years of active military service in the United States Army, Navy, Air Force, Marine Corps or Coast Guard or have graduated from a certified state or municipal police academy with a minimum of two (2) continuous years active full-time employment as a Corrections Officer or a Police Officer in a state, municipal or county law enforcement agency or five (5) years continuous military reserve service.**
- Proof of military service and/or college diploma or transcript must be submitted with application. Must provide a COPY of the certificate from the state or municipal police academy and verification of employment from the law enforcement agency.
- Valid Rhode Island Operator's license with a good driving record. **You must submit a photocopy of the license with your application.**
- Upon appointment you must be a United States citizen and a resident of the State of Rhode Island. This qualification shall continue during the entire period of employment.
- Weight must be proportionate to height (see physical fitness standards).
- Of good health, moral character and habits. Individuals with felony criminal convictions (including those expunged) will be removed from consideration. Individuals with misdemeanor criminal convictions (including those expunged) may be removed from consideration depending on the facts and circumstances.
- Candidates must successfully pass a color blindness test and should they fail, they will be eliminated.
- A \$25.00 examination fee will be charged at the time of the written examination.

IMPORTANT POINTS TO CONSIDER:

- You will need to download and print the entire application packet. If you are unable to successfully do so you can obtain a copy at the Cranston Police Department or by calling the Department of Personnel at 780-3131.
- **Please be sure to download all the pages of the document.**
- Please be sure to fill out all of the documents. One document requires your doctor's signature. It is your responsibility to obtain this signature prior to the application deadline. Some documents must be notarized. Again, it is your responsibility to obtain the notary's signature prior to the application deadline. **Incomplete application packets will be rejected.** All requested documents and photocopies must be obtained by you and mailed prior to the application deadline. You will not be allowed extra time to submit application documents and photocopies.
- **The application deadline is September 30, 2010 4:30 P.M. Applications must be mailed and postmarked by that time or they will be rejected.**
- All applications must be mailed. Please do not submit any applications to the Cranston Police Station. They will not be accepted or transferred.
- There are no makeup dates for any of the exams and failure to timely appear for the written exam or present the money order for the \$25 application fee will preclude you from taking the exam.
- Failure to report to any phase of the testing process will result in automatic dismissal of the candidate.
- You will receive notice in the mail of the written examination. Please do not call asking for the results. You will receive the results in the mail. You will also be informed of your position on the Civil Service List.
- It is your responsibility to notify us of any changes in your address and phone number. If you obtain a position on the Civil Service List the list is valid for two (2) years and can be extended to a total of three (3) years with the recommendation of the Director of Personnel and approval of the Mayor. You must keep us apprised of any changes during this period so that we can contact you for further consideration if vacancies occur.